

## Executive Position Description for **Chief Executive Officer**



### **ORGANIZATION BACKGROUND**

NEWCAP, Inc., is a locally controlled, private, not-for-profit, human services organization incorporated as a Community Action Agency (CAA) in 1965 with initial funding from the federal War on Poverty, serving the needs of low-income people in northeast Wisconsin. The Corporation is governed by a policy-making board of 30 directors made up of representatives from (1) the low-income population, (2) elected public officials, and (3) members of the private sector.

The Agency has a presence in the following ten NE Wisconsin Counties: Brown, Oconto, Marinette, Menominee, Shawano, Florence, Forest, Langlade, Oneida, and Vilas.

The tenor of NEWCAP's mission is to work communally toward the elimination of poverty, and its effects, by enabling and assisting low-income people to access the basic needs of food, shelter, and health services and to help them attain the skills, motivation, and opportunities necessary to move along a path towards self-sufficiency. To advance that mission, NEWCAP provides direct services to low-income families through a variety of programs, including, but not limited to, its Wisconsin Home Energy Assistance Program (WHEAP); short-term/long-term housing assistance programs; employment & training programs, including the Skills Enhancement Program; HOME Homebuyer down payment assistance; no-interest car loans; a transportation coordination program; a refugee assimilation/job & business development program; financial counseling programs; The Emergency Food Assistance Program (TEFAP); and Wisconsin's Weatherization Program.

A dedicated 30-member Board of Directors, with a commitment to public policy, social service, and experience related to anti-poverty initiatives, is the backdrop to the efforts of the staff and is fully engaged in the mission of the organization. The board composition is equally balanced with representatives from the following three sectors: low-income persons, members of the community's private sector, and elected or appointed officials.

The CEO oversees 78 staff with 10 direct reports and an overall 2015-operating budget of approximately \$13 million.

*Additional information on NEWCAP including current services and programs as well as financial statements is available at the agency website [www.newcap.org](http://www.newcap.org)*

## POSITION OVERVIEW

Reporting to the NEWCAP Board of Directors, the CEO is responsible for leading, directing, and managing the organization in a manner consistent with the mission, vision, and values of the organization, and doing so in a fiscally responsible and ethically sound manner. Working in concert with the Board of Directors, the CEO will engage in envisioning the future of the organization, providing leadership, and playing a key role in setting the strategic direction of its activities and initiatives and putting them into action.

## QUALIFICATIONS

The ideal candidate for this position is a visionary professional with a passion for anti-poverty policy issues and programs. The successful candidate will be a person of integrity with proven leadership experience and demonstrated business and/or nonprofit results. The ability to challenge the status quo and manage change from start to finish is critical. Community relations and partnerships, grant management, and board development are all key components of this leadership role. Above all, the candidate must be committed to the important work of breaking the cycle of poverty.

A minimum of a Bachelor's Degree is required, with a Master's degree preferred. The candidate should have a minimum of 5 years of successful management experience.

The ideal candidate should also have the following aptitudes and capabilities:

- Track record of growing and strengthening a high-performing organization or division
  - A strong developer of people with the ability to lead, motivate, and coach an accomplished and committed team
  - Commitment to, and passion for, anti-poverty programs and policies
  - Ability to work effectively on a collaborative basis with a wide range of both private and public constituencies and stakeholders in a diverse community
  - Resourceful, results oriented, and capable of managing multiple high profile projects simultaneously
  - Exceptional communicator who is a persuasive influencer, good listener, and enables all to feel their opinions count
  - Ability to attract financial resources for the organization and promote a marketing culture from within by identifying and implementing strong program plans and strategies that attract revenue
  - Strength in change management and problem solving
  - Extensive relationship-building skills to be effective with the community and organization
  - Ability to be proactive in an ever changing program and funding environment
  - Experienced in using information technology to drive planning and organization decisions.

## Compensation

The salary for this position is commensurate with experience and competitive with similar nonprofits in the \$95,000 to \$115,000 range. A full benefits package includes the following: health and dental insurance, 403(b) retirement plan, life insurance, long-term disability, and paid vacation.

The position of CEO reports directly to the Board of Directors. The successful candidate can expect a formal review after six months as well as an annual review.

## To Apply

*Submit a Letter of Application and detailed resume by no later than September 25, 2015 to [NEWCAPsearch2015@gmail.com](mailto:NEWCAPsearch2015@gmail.com)*